

Town of Concord
Zoning Board of Appeals
141 Keyes Road
Concord, MA 01742
Tel: (978) 318-3295
www.concordma.gov



Zoning Board of Appeals Application

Nonconforming Use and/or Structure

Town Use Only

Received by Clerk of the Board:

Town Clerk Stamped Received

Application Fee: _____

Hearing Date: _____

1 Application Information

This Application is for: ☐ Special Permit ☐ Variance
☐ Appeal from a decision of the Building Inspector/Zoning Enforcement Officer

Sections of the Zoning Bylaw Applicable to Application & Brief Project Description:

2 Property Information

Address:

Parcel ID #:

Zoning District:

Total Land Area:

Present Use:

Lot Frontage:

Proposed Use:

Deed Book & Page #:

Check all Applicable:

☐ Historic District

☐ White Pond Advisory Area

☐ Wetlands Conservancy District

☐ Wireless Overlay District

☐ Flood Plain Conservancy District

☐ 100' Wetland Buffer Zone

☐ Groundwater Conservancy District

☐ 200' River's Act Area

3 Building Inspections Division Review

To avoid project delays, this Application and all supporting documentation should be reviewed by a Concord Building Inspector prior to filing with the Town Clerk. It is the Applicant's responsibility to schedule an appointment to meet with a Building Inspector at least two weeks before the application submission deadline. Incomplete applications will not be signed by a Building Inspector.

This completed Application has been reviewed by a Concord Building Inspector.

Signature of Building Inspector:

Date:

4 Property Owner/Applicant Information

The undersigned hereby certifies that he/she has read and examined this application, the Board of Appeals Procedures and Checklist and that the proposed project is accurately represented in this Application and supporting documentation, and hereby requests a hearing before the Board of Appeals with reference to the above application.

Property Owner(s) Name:

Address:

Phone:

E-Mail:

Signature:

Date:

Property Owner(s) Name:

Address:

Phone:

E-Mail:

Signature:

Date:

Applicant(s) Name:

Address:

Phone:

E-Mail:

Signature:

Date:

Applicant is: ☐ Owner ☐ Tenant ☐ Agent/Attorney ☐ Purchaser

Applicant(s) Name:

Address:

Phone:

E-Mail:

Signature:

Date:

Applicant is: ☐ Owner ☐ Tenant ☐ Agent/Attorney ☐ Purchaser

5 Application Materials Checklist – *Nonconforming Use and/or Structure*

Information to be submitted with Application

- ☐ **Application Fee:** Cash or check payable to the Town of Concord. See Fee Schedule for fees.
- ☐ **Project Narrative:** A thorough description of the existing conditions and/or use; the proposed changes; justification of the proposal; and any other relevant information that the Board may need in reviewing the application.
- ☐ **Existing Site Plan:** Plan should include the property boundaries, outlines of existing buildings and structures showing closest points of structure to each lot line; existing pavement areas; existing easements; and Wetlands and Flood Plain Conservancy District delineation. The plan must be prepared and stamped by a registered land surveyor.
- ☐ **Proposed Site Plan:** Plan should include the property boundaries, outlines of proposed buildings and structures showing closest points of structure to each lot line; typical building setbacks for the zoning district; proposed pavement areas; proposed easements; and Wetlands and Flood Plain Conservancy District delineation. The plan must be prepared and stamped by a registered land surveyor.
- ☐ **Floor plans:** Include existing and proposed layout, drawn to scale and dimensioned. All plans must be dated and include the name of preparer.
- ☐ **Building elevations:** Show existing conditions and proposed changes drawn to scale. For anything other than one and two family residential developments, all architectural plans must be prepared by a Registered Architect.
- ☐ **Photographs:** Photographs of the area from various angles. Provide photographs of the existing structure in relation to abutting structures and photographs of other structures within the adjacent neighborhood. Photos should be in color and mounted on an 8-1/2" x 11" page with description of where they were taken from.
- ☐ **Copy of the deed for the property:** Can be obtained from the [Middlesex South Registry of Deeds](#).
- ☐ **Letters of Support** (not required).

6 Provide the Following Required Copies

- ☐ Ten (10) copies of the completed two-page Application
- ☐ Ten (10) copies of all supportive materials
- ☐ Two (2) full size (36"x24") copies of the plan(s) showing all requested information
- ☐ Nine (9) reduced size (11"x17") copies of the plan(s) showing all requested information
- ☐ One (1) copy of the Abutters List Request Form and/or copy receipt from Assessor's Office
- ☐ One (1) copy of the Legal Notice Form